

Policy: 2501 Procedure: 2501.02

Chapter: Wellness and Food Services

Rule: Food and Nutrition

Effective: 09/19/06 Replaces: 2501 Dated: 02/16/99

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) provides food services to meet the basic nutritional needs of its juveniles as directed by both the Arizona Nutrition Standards and National School Lunch/Breakfast program (NSLB) are nutritionally balanced, well-planned, prepared, and served in a manner that meets or exceeds established health and safety codes.

Rules:

- 1. **ADJC's** food service program shall comply with local, state, and federal sanitation and health codes.
- 2. **ADJC** shall participate in the U.S. Department of Agriculture School Lunch and Breakfast Program (NSLB) which reimburses the agency for meals that meet their nutritional guidelines. The **FOOD SERVICE PERSONNEL** shall:
 - a. Maintain accurate records of all meals served;
 - b. Submit facility reimbursement documentation accurately and timely to ensure funds are available with which to operate;
 - c. Maintain all required food service records for a period of five years to include published menus, food costs, and nutritional accounting as well as the number of meals served to juveniles, employees, guests, and visitors;
 - d. Follow NSLB nutritional guidelines by providing the Recommended Dietary Allowance (RDA) of protein, calcium, iron, and vitamins A and C:
 - i. Half of the grain products must be whole wheat or whole grain;
 - ii. Average daily calorie count for juvenile ages 13 to 17 receiving one hour of physical activity a day should be 2800;
 - iii. Limit total fat to 30 percent of calories;
 - iv. Limit saturated fat to 10 percent of calories;
 - v. Diet low in cholesterol;
 - vi. Lots of vegetables, fruit and grain product;
 - vii. Moderate in salt and sodium; and
 - viii. Follow the NSLB requirements as for amounts of grain, vegetables, fruits, milk, meats, beans, and oils.

Menus:

- a. There is a single menu for juveniles. The WELLNESS COMMITTEE, THE FOOD SERVICE MANAGER, AND HEALTH UNIT PERSONNEL shall develop standardized menus for secure facilities. A REGISTERED DIETICIAN shall analyze the menus to ensure proper nutritional standards are met;
- b. All menu changes shall comply with nutritional requirements (comparable items shall be substituted, i.e. vegetable for vegetable or protein for protein) and be submitted to the Wellness Committee with reason for the change and how the nutrition balance is maintained.

4. Special/Religious Diets:

- a. Upon a physician's or dentist's order the **HEALTH UNIT PERSONNEL** shall order special diets to be served. The Health Unit request shall include:
 - i. Types of appropriate food; and
 - ii. The duration of the request.

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- b. The WELLNESS COMMITTEE, THE FOOD SERVICE MANAGER, AND HEALTH UNIT PERSONNEL shall develop special diet menus to:
 - i. Accommodate the physician's or dentist's order;
 - ii. Accommodate a juvenile when his/her religious beliefs require adherence to religious dietary laws.
- 5. The **FOOD SERVICE PERSONNEL** shall ensure:
 - a. Juveniles are served three meals (at least two of which are hot), and an evening snack within each 24 hour period;
 - b. There are no more than 14 hours between the evening meal and breakfast;
 - c. Meals and snacks are <u>not</u> used as disciplinary measures.
- 6. The **FOOD SERVICE PERSONNEL** shall provide free meals to employees supervising juveniles in accordance with <u>2501.04</u> Employee Meals procedure.
- 7. To maintain the highest standards the food service program shall be inspected regularly. The **FOOD SERVICE MANAGER** shall advise and report the results of outside audits, and inspections to the Facility Superintendents and follow the <u>2501.02A</u> Guidelines for a Department of Education Audit:
 - a. The Arizona Department of Health Services Health Inspector shall complete bi-annual inspection and evaluations. This inspection shall include the Hazard Analysis Critical Control Points (HACCP) guidelines adherence as well as any critical control area observed by the inspector;
 - b. The Arizona Department of Education (ADOE) Health and Nutrition division shall complete an audit at each facility every five years to evaluate menus, production data, recipes, nutrient analysis, meals served documentation, special diets, portion control, etc;
 - c. The FACILITY FOOD SERVICE INSPECTION TEAM shall:
 - i. Conduct daily and weekly self evaluations on cleaning and sanitation following the HACCP standard operating procedure guidelines;
 - ii. Document any Critical Control Point and corrective action taken;
 - iii. Once a month evaluate documentation, sanitation, and preparation of the food using HACCP guidelines;
 - iv. Note all deficiencies and document on 2550.01A Food Service Inspection Report form.
- 8. The **FACILITY FOOD SERVICE INSPECTION TEAM** shall ensure the food service program provides eating utensils to juveniles that provide safety, adequate usability, and are re-usable and cost effective.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: